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**MEMORANDUM FOR: Special Support Assistant to the DD/S**

**SUBJECT: Series 1 and Series 2 Charts, Space Allocations and Adjustments.**

1. In compliance with your request, a study has been made of the Series 1 and Series 2 charts as submitted to the DD/S by the Director of Logistics, subject: Space Allocations and Adjustments. It is felt that the following items should be brought to your attention:

a. The Series 1 plan will be the fastest and least expensive, if the Comptroller will concur in moving Finance Division from I Building to Quarters Eye. The Comptroller previously stated verbally that he would not agree to this move unless Finance Division can move to Alcott Hall.

b. The Series 1 chart is in error showing WH Division moving to I Building. It is planned to move SR Division from J Building to I Building and for WH Division to occupy space in J Building; with the balance of the space in J Building being allocated to CI Staff, PP Staff, FE Division, and RI Division for expansion.

c. An estimated cost of \$63,298 should be added to the \$80,055 as shown on the Series 1 chart for the moving cost of DD/P in I, J, K, and L Buildings.

d. If the move of Finance Division and Audit Staff from I Building to Alcott Hall, as suggested in Series 2, were to take place, it would necessitate partial moves on the part of Comptroller, SR Division, and WH Division.

2. The decision to move WH Division into the I, J, K, or L Building area will make any future expansion of DD/P elements in these Buildings impossible.

a. Space being made available: 24,000 square feet.

(1) WH Division to occupy: 12,000 sq. ft.

(2) CI Staff will expand: 1,600 " "


(3) RI Staff will expand: 3,500 " "

(4) NEA Division will expand: 810 sq. ft.

(5) PP Staff will expand: 630 " "

Total: 23,377 sq. ft.

3. With the cost and time factors involved in Series 1 or 2 moves, and the lack of expansion space for DD/P after the moves, the moving of the Office of Security from I Building to Quarters Eye or 1717 H Street, N. W., may be worthy of reconsideration.

  
Special Support Assistant  
(Logistics)

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Attachment: Memo for DD/S, dtd. 19 Dec. 55, fr. D/OL, subj: Space Allocations and Adjustments, w/att. Series 1 and Series 2 Charts.

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment